



HEADQUARTERS NORTH CAROLINA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
3520 Alamance Road  
Burlington NC 27215



8 February 2020

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: C/1st Lt Sarah Haynes, NCWG CAC Recorder

SUBJECT: CAC Meeting Minutes for 8 February 2020

1. Opening Business

a. Roll Call

- i. C/Capt Collie (Primary, NC-019)
- ii. C/1st Lt Heckel (Primary, NC-024)
- iii. C/CMSgt Irizarry (Assistant, NC-024)
- iv. C/MSgt Emaus (Primary, NC-124)
- v. C/CMSgt Goncalves (Assistant, NC-124)
- vi. C/Maj Sullivan (Primary, NC-048)
- vii. C/Capt Perkins (Assistant, NC-048)
- viii. C/CMSgt Orrs-Wright (Primary, NC-143)
- ix. C/2d Lt Kehrer ((Primary, NC-145)
- x. C/2d Lt Hernandez (Primary, NC-150)
- xi. C/CMSgt Randolph (Primary, NC-079)
- xii. C/CMSgt Horton (Primary, NC-022)
- xiii. C/CMSgt Vermillion (Assistant, NC-022)
- xiv. C/2d Lt Herman (Primary, NC-052)
- xv. C/CMSgt Neal (Primary, NC-082)
- xvi. C/2d Lt Miller (Assistant, NC-082)
- xvii. C/CMSgt Grady (Primary, NC-307)
- xviii. C/CMSgt Brannan (Primary, NC-825)
- xix. C/2d Lt Pope (Primary, NC-007)
- xx. C/2d Lt Talley (Primary, NC-031)
- xxi. C/1st Lt C. Endre (Primary, NC-170)
- xxii. C/2d Lt J. Endre (Assistant, NC-170)
- xxiii. C/SMSgt Wooters (Primary, NC-107)
- xxiv. C/2d Lt Maner (Primary, NC-111)

- xxv. C/2d Lt Ksous (Assistant, NC-111)
- xxvi. C/TSgt Franco (Primary, NC-162)
- xxvii. C/TSgt Stines (Assistant, NC-162)
- xxviii. C/1st Lt Hoernlein (Primary, NC-300)
- xxix. C/Maj Ross (Assistant, NC-300)
- xxx. C/1st Lt Nazzaro, Chair
- xxxi. C/1st Lt Stange, Vice Chair
- xxxii. C/1st Lt Haynes, Recorder
- xxxiii. C/Maj Randolph, NCWG Primary Representative to MARCAC
- xxxiv. C/1st Lt Thibodeaux, NCWG Assistant Representative to MARCAC
- xxxv. C/Maj Thibodeaux, MARCAC Vice Chair
- xxxvi. C/Maj Wells, MARCAC Recorder
- xxxvii. Maj Hallihan, Senior Advisor
- xxxviii. Lt Col Gonzales, NCWG HQ
- xxxix. Maj Gen Smith, National Commander
  - xl. Col Heinlein, MAR Commander
  - xli. Col Egry, MAR Vice Commander South
  - xlii. Col Angelovich, NCWG Commander
- b. Region Briefing, given by C/Maj Randolph
  - i. **Instructor Leadership Program Committee-** The primary focus is on squadron level leadership and squadron management responsibility. The proposal was submitted two weeks prior and passed one week prior.
  - ii. **Administration Committee-** Working on three projects: to create an emblem, to review and refine proposals, and to create bylaws for future MARCAC councils. The document is in the final stages of revision.
- c. Squadron Reports
 

Each primary representative shared what their squadron does to encourage promotions.

  - i. **NC-019-** The third Thursday of each month is set aside for testing, and drill tests are conducted on PT nights.
  - ii. **NC-024-** Shows cadets opportunities available to those with higher ranks and the new positions that open in Wing events and NCSAs.
  - iii. **NC-124-** Participates in a friendly competition of outranking each other, although this sometimes leads to cadets promoting faster than they are learning.
  - iv. **NC-048-** Cadets are shown opportunities at leadership academies and are given staff development training at the squadron level.
  - v. **NC-143-** Active cadets who attend Wing Events return home with stories of how much fun they had. This encourages their airmen and sergeants to promote so they can have the same opportunities.

- vi. **NC-145-** Many airmen are encouraged to promote by showing how higher ranking sergeants and officers are given more positions and jobs in their squadron and the Wing.
- vii. **NC-150-** Has a friendly competition to see who can rank up faster.
- viii. **NC-079-** The second and third Tuesday of each month focuses on testing. Drill tests are also administered early so ensure there is enough time for the cadets to complete them.
- ix. **NC-022-** Group study is incorporated into meetings, and friendly competition spurs quicker promotions.
- x. **NC-052-** Every six months line staff positions are switched, with minimum grade requirements and preferences listed for each job. Flights also split up and talk about what cadets need for each promotion, and element leaders are responsible for checking in on their progress and encouraging them.
- xi. **NC-082-** While no particular week is set aside for testing, cadets are asked ahead of time if they need a drill test. Based on the responses, adequate time is set aside at the beginning or end of each meeting to administer them.
- xii. **NC-307-** Folders are given to each cadet to help them keep track of their promotion dates. Emails are also sent out as both a reminder and a source of information.
- xiii. **NC-825-** As a squadron attached to a school, cadets meet for an hour every day. They complete any testing they need during this class time.
- xiv. **NC-007-** Working one-on-one is the most effective method of encouragement. Cadets are individually sent emails about promotion status and always have someone they can reach out to for help.
- xv. **NC-023-** Higher ranking cadets set an example for others by getting their Mitchell and Earhart Awards. They also express the benefits of promotions by showing what opportunities open up.
- xvi. **NC-031-** Reports are given on all cadet activities and current testing progress. Staff uses the reports to prioritize time on the schedule to give cadets drill tests as needed.
- xvii. **NC-170-** Has a study hall where cadets can learn and review testing material, converse with others, and get any help they may need.
- xviii. **NC-107-** Has many airmen, so PT tests are prioritized. Cadets are also shown potential activities they can participate in once they begin ranking up.
- xix. **NC-111-** Flight sergeants have one-on-one relationships with their airmen to encourage their promotion, even meeting together outside of CAP if need be. NC-111 has many events outside of weekly meetings with limited space available. The most active and frequently promoting cadets are given a +1 in event selection.
- xx. **NC-162-** Cadets have the flexibility to complete testing and turn in promotions every week of the month. Flight staff consistently check in with their cadets to keep promoting fresh in their minds.

- xxi. **NC-300-** Cadets are pinned every week except for PT nights. This lets cadets see the recognition others get and encourages them to strive for the same thing. Higher ranking cadets are a good example to others, as the airmen want to be these people.

## 2. Old Business

### a. Committee Reports

- i. **Support Staff Committee-** Still in the research process, but hopes to begin writing a proposal within the next month.
- ii. **Leadership Accountability Committee-** Has been putting in overtime of work since January. Their proposal is complete and will be presented. If it is passed, the committee will continue looking into other solutions. If it is not passed, the proposal will continue to be revised.
- iii. **Safety and Preparedness Committee-** Finished proposal background paper and will be presenting. Depending on the voting outcome, the committee will either revise their proposal or start a new project.
- iv. **Professional Development Committee-** Conducted interviews to ensure they are heading in the right direction. The committee is developing a code of conduct for behavior that would be printed and signed by each participating cadet. It would clearly lay out acceptable behaviors and actions taken if cadets are not in compliance. Their goal is to incorporate the conduct into staff training before each wing event. They hope to have progress made on an advocacy paper within the next two months.
- v. **Recruiting and Retention Committee-** Has been writing a proposal to make attending a CAP event outside of weekly meetings mandatory for promotion to Cadet Staff Sergeant. The committee has set a deadline for this proposal for the next in-person meeting.
- vi. **Wing Website Committee-** While no proposal has been written yet, the committee hopes to have significant progress by the next in-person meeting. Currently they are looking to revise the demo website to provide feedback on being more user friendly, easier to navigate, and quicker to find information.
- vii. **Medical Advancement Committee-** Continuing progress on first aid documentation that any cadet medic can use if someone is injured enough so require hospital transportation. An HSI description would also be included, with further updates about the medical curriculum to follow.
- viii. **Space Education Committee-** Would like to provide more ideas and improvements for space education throughout the CAP aerospace program. So far, the committee has a rough draft of ideas but no proposal. They are hoping to have more progress on a proposal by the next CAC meeting.

## 3. New Business

- a. Presentation of Committee Proposals
    - i. **Safety and Preparedness Committee-** To help cadets prepare for extreme weather and rough terrain at RTW, the committee proposed creating a video that would cover essential safety gear and a knowledge of what to expect. Making this 3-6-minute video would take time and effort, so the committee offered to make the script and film the video themselves so no effort is required of the ranger staff. The proposal was passed and will be sent to Wing Commander.
    - ii. **Leadership Accountability Committee-** Many cadets do not receive feedback until they are at the edge of their milestone awards. To address this, the committee proposed adding a new cadet mentoring tool that could be used in addition to the CAPF 60-90 feedback form by line staff. It would not be a requirement, but rather a recommendation for more frequent feedback in a less formal setting.
      - 1. C/1st Lt Haynes moved to implement a trial run of the new cadet mentoring tool at a few local squadrons before it was passed up to region level. She was seconded by C/Maj Sullivan.
      - 2. The proposal failed to pass by one vote and will undergo revision instead.
  - b. Open Floor
    - i. Request to start a new committee was initiated by C/2d Lt Maner. It will explore adding a ruler to the 101 or membership card to help cadets pin their ranks more accurately to uniform standards. Also, to explore adding other credentials to 101 cards.
    - ii. He was seconded by C/2d Lt Heckel and passed a vote by the council.
4. Visit From National Commander
- a. Maj Gen Smith shared the values of CAC on each level. He believes that the CAC is an excellent leadership development opportunity and will help cadets gain experience working within the context of a committee. The CAC can provide insight into the health and well-being of the cadet corps and is a key resource for how wings are feeling about the program. The cadets are not complaining about issues, but rather seeking solutions through dialogue.
  - b. Maj Gen Smith emphasized that the feedback the CAC gives makes a fundamental difference. Many improvements the cadet program has seen, such as the five pillars of wellness, were suggested by wing-level CAC committees that eventually bubbled up to national. He parted with the statement, "What we do makes a difference, no matter what level."
5. Closing
- a. Upcoming Events
    - i. 21-23 February NCWG Cadet Competition
    - ii. 27-29 March - Drill and Ceremonies Academy

- iii. 17-19 April - Spring Ranger Training Weekend
- iv. 12-20 June - NCWG Summer Encampment
- b. Adjournment
  - i. C/CMSgt Neal motioned to adjourn
  - ii. Meeting was adjourned at 1604.

//SIGNED//

SARAH E. HAYNES, C/1st Lt, CAP  
North Carolina Wing CAC Recorder

cc: NCWG/CC  
NCWG/CP  
NCWG/CPA  
NCWGCAP.org/CP  
MAR/DCSCP  
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